

DRAFT

TUSAYAN TOWN COUNCIL REGULAR MEETING

PURSUANT TO A.R.S. § 38-431.02 & §38-431.03

Wednesday, April 4, 2012 @ 6:00 P.M.

TUSAYAN TOWN HALL BLDG

845 Mustang Drive, Tusayan Arizona

TOWN COUNCIL REGULAR MEETING MINUTES

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

The Mayor called the meeting to order at 6:02pm and the Pledge of Allegiance was recited.

2. ROLL CALL

Upon roll call, the following were present:

**MAYOR BRYAN
VICE MAYOR MONTOYA**

**COUNCILMEMBER FITZGERALD
COUNCILMEMBER RUETER
COUNCILMEMBER SANDERSON**

Also present: Town Manager – absent due to medical leave
Town Consultant Sutton
Financial Consultant Beckerleg
Assistant Town Clerk Garver

3. CALL TO THE PUBLIC FOR ITEMS NOT ON THE AGENDA

No public comments were made

4. CEREMONIAL AND INFORMATIONAL MATTERS

No ceremonial or informational matters were reported.

5. CONSENT AGENDA

A. Consideration and possible approval of Administrative/Treasurer's Report

The Council requested that items i. & ii. be removed from the list so that they can be discussed.

Council Member Rueter moved to approve the minutes as presented.

Council Member Fitzgerald seconded the motion. All were in favor. Motion passed.

- i. Acceptance of the Finance Report
- ii. Approval of the Payment of Bills
- iii. Approval of Minutes
 - a) March 21, 2012 Regular Meeting
 - b) March 29, 2012 Special Meeting

Financial Consultant Beckerleg answered the various questions that the Council asked. The Council was concerned about the lag time from when sales taxes are due and when they are sent to the town. Ms. Beckerleg will research

what comes in on average during which months so the Council will get an understanding of what money will come and budgets can be made.

Ms. Beckerleg stated that the State allows 60 days to pay off a bill that is received after June 30 but an incumbent amount will need to be set aside. All money received is booked in the month received by the Town from the State not in the month that the sales taxes were generated by a business.

Council Member's Rueter and Fitzgerald requested more detailed break out of certain categories. Ms. Beckerleg said that she would produce a year to date report mid-month and give to Council with a detailed break out.

The Wildan bills in question will not be paid until more detailed information comes in. Ms. Beckerleg requested the Council to approve the detailed balance due to Wildan, which was a check for \$10,781.06.

Vice Mayor Montoya moved to approve the financial report and the payment of bills.

Council Member Fitzgerald seconded the motion. All were in favor. Motion passed.

6. COMMITTEE REPORTS

No committee reports were presented.

7. ACTION ITEMS

The Mayor said that due to the Town Manager's absence, the Council will forgo a number of items.

A. Consideration, discussion and possible approval of Willdan Bills.

Item tabled.

B. Consideration, discussion and possible approval of Affordable Housing Village Proposal and/or Agreement from John B. Young and Scott V. Brown.

John Young and Scott Brown came back with another proposal that would cost less and take less time. They also provided a significant amount of history of what work they had done. Council Member's Sanderson and Fitzgerald asked if they could do a presentation at the next Council meeting and if they could be available by phone. The Town Manager will be asked to set it up a special meeting prior to the regular meeting for a conference call.

No action taken.

C. Consideration, discussion and possible approval of the Call for Election for August 28, 2012.

Consultant Sutton stated that two Council Member positions are up for re-election, Mayor Bryan and Vice Mayor Montoya. The primary is on August 28th and the general is on Nov 6th. The Town Attorney's staff recommended that both elections be called now as there will not be enough time between the primary and the general elections.

Vice Mayor Montoya moved to approve both calls to election.

Council Member Sanderson seconded the motion. All were in favor. Motion passed.

D. Consideration, discussion and possible approval of an Ordinance creating a Board of Adjustments for the Town of Tusayan.

No action taken.

E. Consideration, discussion and possible approval of an Ordinance transferring defined authority from the Town of Tusayan Board of Adjustments to the Town of Tusayan Hearing Officer.

No action taken.

F. Consideration, discussion and possible approval of a process to fill a tentative vacancy and/or the approval of an appointment to the tentative vacancy on the Tusayan Planning and Zoning Commission.

No action taken.

8. DISCUSSION ITEMS

A. Zoning Code and Design Review Overlay

The Council announced that the Zoning codes are now in the hands of the Planning and Zoning Commission.

B. Council Policies and Procedures

The Council requested an additional workshop be set up

C. Sheriff's Agreement and COPS Grant

Consultant Sutton stated that he had no new information on the Sheriff's agreement. The COPS grant was completed on the last day of the deadline due to a change in the grant program. If the grant is given, the Town will be responsible for 25% of the cost and it should lessen the cost of the Sheriff's contract. There is a stipulation that the new employee would have to be a 9/11 veteran and that the Town would have to hire them after 3 years. The Council requested that they have an opportunity to review it prior to submission next year.

D. Community Park and Town/School participation

Clarinda Vail informed the Council that the next meeting was scheduled for Friday, April 6th at 4:00 in the Town Hall. Council Members Rueter and Fitzgerald will attend and report back to the Council.

E. Legislative report

The Mayor said that most of the bills that they were concerned about had been successful. There were a couple still out there that and he requested all to contact their representatives.

F. Broadband/Internet

Council Member Rueter updated the Council on the broadband/internet progress. He and the Mayor have met govnet.net. They have received \$49 million to build the internet backbone in Arizona. The focus of the grant is to provide mega capacity and redundancy to rural Arizona. Their mission is to provide internet to EMS, airports, fire departments, municipalities and possibly some residential. There are several towers that they are looking at to relay a signal into Tusayan and they are hoping to start something in July. Govnet.net will bring a signal to the bottom of the tower. The Town could create a fiber optic from there and feed the town. Commnet is due back to report on their findings.

G. Town Hall

The Mayor said that various projects for the Town Hall continue to move forward. Price quotes for microphones for the Council, the podium and

staff are coming in. The chipping of the bark off the parking logs has begun.

H. Town Credit Card

Financial Consultant Beckerleg has sent all information to Don Tomlinson at Chase. All that is missing is a signature. The card will have a \$5000 limit and it will be used for emergencies only. Ms. Beckerleg would like to set up a procurement workshop and being using PO's.

9. TOWN MANAGER'S REPORT

No Town Manager reports were given.

- A. Activities**
- B. Flags for Town Hall**
- C. CUP transfer from Coconino County to Town of Tusayan update**
- D. Southwest Risk Pool Law Enforcement Plan update**
- E. Liquor License Process and Procedure update**
- F. Prosecutorial Services update**
- G. IGA for Judicial Services update**
- H. Employee Housing property rental at the Airport**
- I. Budget Process plan and scheduling**
- J. Town Clerk recruitment and hiring plan update**

10. SET ADDITIONAL ACTION ITEMS FOR NEXT REGULAR MEETING

Ordinance for a Board of Adjustments – VMM
Housing Proposal by Young and Brown – CF
Ordinance to transfer authority of Board of Adjustments to Hearing Officer – VMM
Wildan Bills – VMM
Fill vacancy on P&Z commission – VMM
Employee Housing –

11. SET ADDITIONAL DISCUSSION ITEMS FOR NEXT REGULAR MEETING

Town Manager Review/Evaluation – CR
Schedule Policy and Procedure Workshop – CS
IGA update – VM
Sheriff report – MB
School Park Update – CF
Fann project/plan update – VM

12. COUNCIL MEMBERS' REPORTS

No reports given

13. MAYOR'S REPORT

No reports given

14. MOTION TO ADJOURN

Council Member Rueter moved to adjourn the meeting at 7:09pm.
Vice Mayor Montoya seconded the motion. All were in favor. Motion passed.